

13 November 1956

25X1A9a MEMORANDUM FOR: Mr. [REDACTED]

SUBJECT : Mechanical Paper Handling Facilities - Summary of DD/S Needs

1. The following figures represent an estimate of DD/S paper traffic covering a period of four working days of slightly less than normal business.

By Courier			Discussion (by hand)		
<u>Incoming</u>	<u>Outgoing</u>	<u>Total</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>Total</u>
85	87	172	8	8	16

2. A survey of the number and type of documents listed shows the following percentages that could be transmitted by the mechanical devices being considered.

3" pneumatic tube system	-	42%
4" pneumatic tube system	-	45%
Box car pneumatic system	-	8%
Wire basket or metal container-	-	5%

3. Because of the relatively small size of the immediate office of the DD/S and the close proximity of offices served by DD/S Registry, it is felt that one station will be sufficient for DD/S needs.

4. The number of couriers now utilized by DD/S include the following:

1 regular courier	- six deliveries and pick-ups per day
1 courier	- takes mail from DD/S to DL once each day
1 courier	- from Personnel (picks up and delivers 2 or 3 times each day)
Special courier	- DD/S averages 5 to 10 calls per week

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According to Mr. [REDACTED] of the Mail and Courier Service Branch, the average salary for a courier is \$3670.00 per annum. The number of couriers reported above do not serve the Office of the DD/S exclusively. They serve other offices also, and this should be kept in mind when computing number of couriers and justifying savings.

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